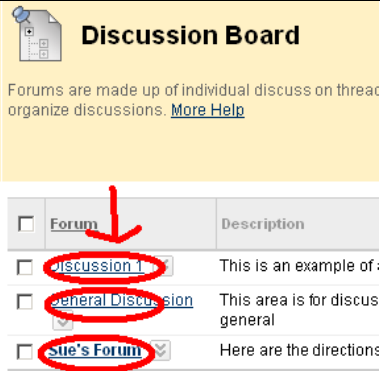
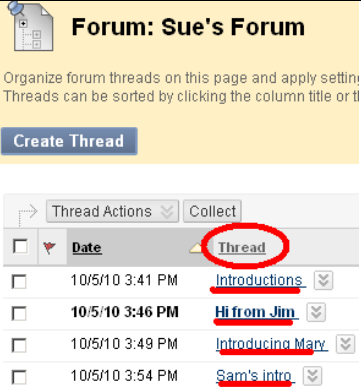
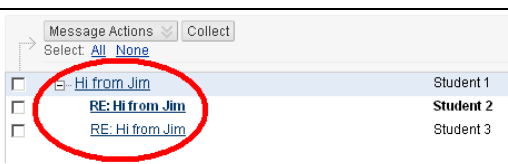


STUDENT DIRECTIONS - DISCUSSION BOARD

In this document:

- Explanation of forums, threads, and posts - page 1
- Two ways to view the discussion board - page 2
- Discussion board orientation - page 2
- Creating a thread (text directions followed by screenshot directions) - pages 3-4
- Creating a reply (text directions followed by screenshot directions) - pages 4-6

FORUMS, THREADS AND POSTS

<p>Each discussion board has one or more forums. A forum is the area on the discussion board where a particular topic or group of topics is being discussed.</p> <p>In the screenshot to the right, there are 3 Forums.</p>	 <p>Discussion Board</p> <p>Forums are made up of individual discussions on threads. You can use forums to organize discussions. More Help</p> <table border="1"> <thead> <tr> <th>Forum</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Discussion 1</td> <td>This is an example of:</td> </tr> <tr> <td>General Discussion</td> <td>This area is for discussing general</td> </tr> <tr> <td>Sue's Forum</td> <td>Here are the directions:</td> </tr> </tbody> </table>	Forum	Description	Discussion 1	This is an example of:	General Discussion	This area is for discussing general	Sue's Forum	Here are the directions:		
Forum	Description										
Discussion 1	This is an example of:										
General Discussion	This area is for discussing general										
Sue's Forum	Here are the directions:										
<p>Within each forum there can be many threads. A thread is the initial post and the replies to that post.</p> <p>In the screenshot, Sue's Forum has been opened and inside this forum there are 4 threads.</p>	 <p>Forum: Sue's Forum</p> <p>Organize forum threads on this page and apply settings. Threads can be sorted by clicking the column title or the arrow next to it.</p> <p>Create Thread</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Thread</th> </tr> </thead> <tbody> <tr> <td>10/5/10 3:41 PM</td> <td>Introductions</td> </tr> <tr> <td>10/5/10 3:46 PM</td> <td>Hi from Jim</td> </tr> <tr> <td>10/5/10 3:49 PM</td> <td>Introducing Mary</td> </tr> <tr> <td>10/5/10 3:54 PM</td> <td>Sam's intro</td> </tr> </tbody> </table>	Date	Thread	10/5/10 3:41 PM	Introductions	10/5/10 3:46 PM	Hi from Jim	10/5/10 3:49 PM	Introducing Mary	10/5/10 3:54 PM	Sam's intro
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<p>A post is a message within any thread.</p> <p>In this screenshot we opened the thread titled "Hi from Jim" and we can see that there are 3 posts (messages).</p>	 <p>Hi from Jim</p> <p>Message Actions Collect</p> <table border="1"> <thead> <tr> <th>Message</th> <th>User</th> </tr> </thead> <tbody> <tr> <td>Hi from Jim</td> <td>Student 1</td> </tr> <tr> <td>RE: Hi from Jim</td> <td>Student 2</td> </tr> <tr> <td>RE: Hi from Jim</td> <td>Student 3</td> </tr> </tbody> </table>	Message	User	Hi from Jim	Student 1	RE: Hi from Jim	Student 2	RE: Hi from Jim	Student 3		
Message	User										
Hi from Jim	Student 1										
RE: Hi from Jim	Student 2										
RE: Hi from Jim	Student 3										

Views






There are two different views in the Discussion Board: List View and Tree View. The icons for these views are on the upper right corner of any Forum. You can choose the view that best suits your needs.

List View



Thread Actions

Collect

Delete

<input type="checkbox"/>	 <u>Date</u>	 <u>Thread</u>	<u>Author</u>	<u>Status</u>	<u>Unread Posts</u>	<u>Total Posts</u>
<input type="checkbox"/>	10/6/10 1:53 PM	Website on learning 	Sue Davis	Published	1	2
<input type="checkbox"/>	10/6/10 1:58 PM	Mind Map 	Student 1	Published	1	3
<input type="checkbox"/>	10/6/10 2:03 PM	photos 	Student 3	Published	1	1

Tree View


<input type="checkbox"/>			
<input type="checkbox"/>	 Website on learning	Sue Davis	10/6/10 1:53 PM
<input type="checkbox"/>	 Mind Map	Student 1	10/6/10 1:58 PM
<input type="checkbox"/>	photos	Student 3	10/6/10 2:03 PM

Discussion Board Orientation

Go to the Discussion Board for your course. If you have trouble finding it, ask your instructor for direction. Each discussion board has five columns:

- Forum – Each forum contains a different discussion topic. A course may have many forums.
- Description – This space can be used for a short description of the topic to be discussed in that particular forum.
- Total Posts – Total number of posts within a particular forum
- Unread Posts – Total number of posts that have not yet been read.
- Total Participants – Total number of people who have participated in that forum

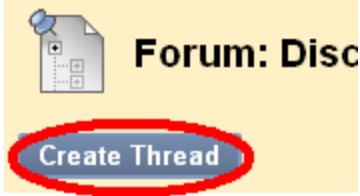

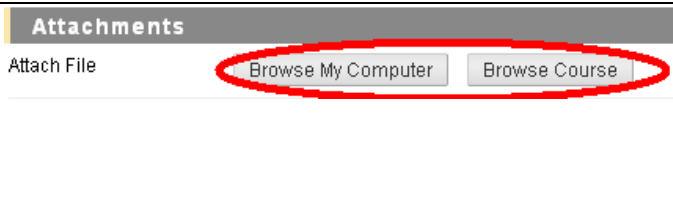

Note: To open a discussion forum, click on one of the hyperlinks in the Forum column.

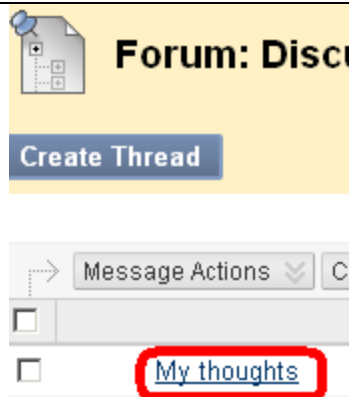
<div> Discussion Board</div>					
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help					
<div>Search</div>					
<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	Discussion 1	This is an example of a discussion in your course.	1	0	1
<input type="checkbox"/>	General Discussion	This area is for discussions reagrding this course in general	0	0	0
<input type="checkbox"/>	Sue's Forum	Here are the directions.	7	0	4
<input type="checkbox"/>	Resources	If you find resources of interest please post them in this forum - websites, files, etc.	6	3	3
<input type="checkbox"/>	Threads	In this discussion we will be grading each of the threads.	7	5	4

Create a Thread (text directions)

1. When you first create a forum, there are no posts or threads in it. To create a thread, open the forum and click Create Thread.
2. Type in the name of the Subject and then you can start typing in the Message box.
3. If you wish, you can add attachments by Browsing My Computer or by Browsing the Course.
4. Click Submit.
5. You will now see the Thread that you started in the forum.

Create a Thread (directions with screenshots)


<p>Step One</p> <p>When you first create a forum, there are no posts or threads in it. To create a thread, open the forum and click Create Thread.</p>	
<p>Step Two</p> <p>Type in the name of the Subject and then you can start typing in the Message box.</p>	
<p>Step Three</p> <p>If you wish, you can add attachments by Browsing My Computer or by Browsing the Course.</p>	
<p>Step Four</p> <p>Click Submit</p>	


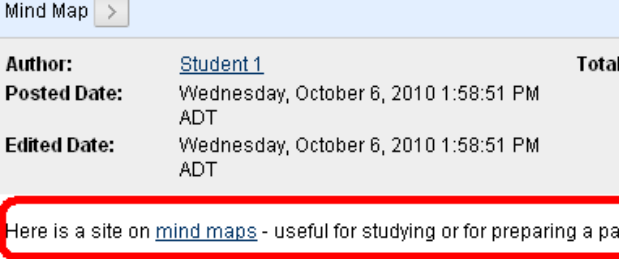
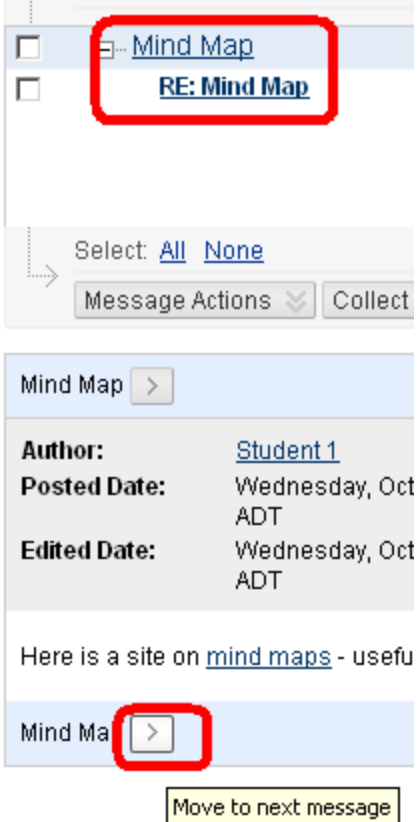
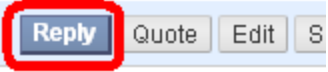
<p>Step Five</p> <p>You will now see the Thread that you started in the forum.</p>	 <p>The screenshot shows a forum interface. At the top, there's a yellow banner with a document icon and the text 'Forum: Disc'. Below this is a blue button labeled 'Create Thread'. Further down, there's a section titled 'Message Actions' with a dropdown arrow. Below that, there's a list of threads. One thread is highlighted with a red box and labeled 'My thoughts'.</p>
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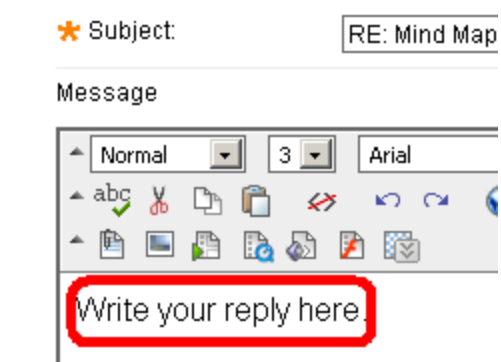
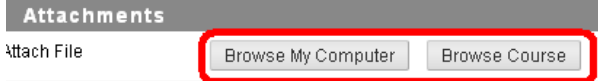

Reply to a Post in a Thread (text directions)

1. Go to the Discussion Board and click on the Forum you wish to contribute to or read.
2. Click on the thread you would like to read and post a reply to in the Forum. Note: if you see a “+” sign in front of the thread that means that there is a post with one or more replies.
3. This opens the initial post in the thread. Scroll down to read the post.
4. At the top of the screen you will be able to see if there are replies to the post you have just read. You will know there are replies when you see “RE: ___” under the hyperlink for the first post. There are two ways that you can view the reply: 1. Click on the hyperlink or 2. Click on the arrow just below the posted message. You can continue doing this until you have read all the posts in that particular thread.
5. You can reply to any post in a thread by clicking Reply.
6. Type your reply in the Message box. Note: If you would like to see the original post that you are responding to, you can click View Original Post on the upper-right of the Message area.
7. If you wish to add attachments, then scroll down to the Attachments section and browse for the file you wish to attach.
8. Click Submit
9. Your reply has now been added to the thread.

Reply to a Post in a Thread (directions with screenshots)

<p>Step One</p> <p>Go to the Discussion Board and click on the Forum you wish to contribute to or read.</p>	 <p>The screenshot shows a forum interface with a list of forums. The forums listed are 'Forum', 'Discussion 1', 'General Discuss', 'Sue's Forum', and 'Resources'. The 'Resources' forum is highlighted with a red box.</p>
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<p>Step Two</p> <p>Click on the thread you would like to read and post a reply to in the Forum. Note: if you see a “+” sign in front of the thread that means that there is a post with one or more replies.</p>	
<p>Step Three</p> <p>This opens the initial post in the thread. Scroll down to read the post.</p>	
<p>Step Four</p> <p>At the top of the screen you will be able to see if there are replies to the post you have just read. You will know there are replies when you see “RE:___” under the hyperlink for the first post. There are two ways that you can view the reply: 1. Click on the hyperlink or 2. Click on the arrow just below the posted message. You can continue doing this until you have read all the posts in that particular thread.</p>	
<p>Step Five</p> <p>You can reply to any post in a thread by clicking Reply.</p>	

<p>Step Six</p> <p>Type your reply in the Message box. Note: If you would like to see the original post that you are responding to, you can click View Original Post on the upper-right of the Message area.</p>	
<p>Step Seven</p> <p>If you wish to add attachments, then scroll down to the Attachments section and browse for the file you wish to attach.</p>	
<p>Step Eight</p> <p>Click Submit</p>	
<p>Step Nine</p> <p>Your reply has now been added to the thread.</p>	